

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: EDUCATIONAL SERVICES**

**CLASSIFICATION: CERTIFICATED**

**JOB TITLE: SCHOOL SOCIAL WORKER**

### **BASIC FUNCTIONS:**

Under the direction of the Assistant Superintendent of Educational Services, serves as liaison between County Office of Education, districts, student, family and community mental health and social service agency services; assists in the development and implementation of positive behavioral intervention and support (PBIS) and multi-tiered system of support (MTSS) initiatives including parental meeting for classes that may be offered some evening or weekends; conducts student home visits to assess and meet students and families' needs; assists in early identification of at-risk students who demonstrate behavioral, social, and/or emotional problems; conducts classroom observation to provide consultation and intervention strategies to teachers; facilitate staff training and professional development bringing knowledge of developmental social/emotional needs of students; participate in the development of school-wide prevention, initiatives and policies related to safety, violence prevention and positive culture, social/emotional health, and the general welfare of students; counsels student and families with discipline and attendance problems that inhibit success through the SARB process; assist with the implementation of the California Community Schools Partnership Program (CCSPP) in districts.

### **REPRESENTATIVE DUTIES:**

Counsel a diverse range of individual students, parents, and families to assist students in achieving their personal best; provide follow-up case management services to students and families by maintaining regular contact with families. Encourage and welcome valuable contributions from families.

**E**

Provide crisis intervention to families and students in regard to suicide and homicide threats, drug abuse, pregnancy, truancy, medical issues, community violence, child abuse, assaults, suicide threats, bullying, and other issues. **E**

Establish and coordinate collaborative relationships and enhance communication between schools, families, community agencies, and students. **E**

Participate in identifying and resolving school issues involving attendance. **E**

Consult with teachers to encourage open communication with students. **E**

Act as liaison between clients, families, school personnel and community mental health agencies. **E**

Monitor student progress through classroom observations, formal and informal evaluations, and conferences with school personnel and parents. **E**

Foster healthy families through community and school programming, including, but not limited to parent education and community service. **E**

Prepare and maintain a variety of confidential records and reports on students in accordance with legal and professional requirements. **E**

Train staff in Restorative Practices, PBIS, and MTSS strategies, provide assistance and guidance for schools as practices or strategies are implemented **E**

Meet regularly with district and county staff to support strategic planning relating to student safety, health, wellness, behavioral challenges, and social-emotional goals. **E**

Link students and parents to mental health, medical, and social services; including necessities (food, clothing, shoes, and housing). **E**

Support the DART and SARB processes, when appropriate, to assist in the prevention and remediation of attendance problems. Assist the Director of Student Support and Outreach to address the attendance needs of the districts. **E**

Directly assist the county office Prevention Services team and support the needs of homeless/foster students. **E**

Attend and participate in a variety of internal, and external meetings, and conferences related to the field of work. **E**

Coordinate work with site-based counseling and administration teams to provide effective service to students. **E**

Participate and assist in the implementation of the California Community School Partnership Program (CCSPP) in districts that received the grant. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Rules and regulations applicable to providing mental health services in public schools

Psychotherapy principles and practices including treatment of individuals, families and groups, community agencies and referral resources

Recognize symptoms and behaviors of mental illnesses

Understand and apply basic social rehabilitation, socialization, and practical life management skills

Demonstrates mastery of the principles and methods of interviewing, socio-emotional counseling, crisis intervention, and assessing psychosocial behaviors.

Working knowledge of Diagnostic and Statistical Manual of Mental Disorders (DSM) Criteria

High degree of interpersonal skills, courtesy, tact, and confidentiality

Proven ability to handle emotional and/or hostile interactions in a calm and professional manner

Applicable sections of the State Education Code and other applicable laws, regulations, policies, and procedures governing work scope.

Behavior modification techniques and strategies for dealing with individuals from a variety of socio-economic, ethnic, and cultural backgrounds- including those with physical disabilities and emotional problems.

Trauma-informed practices within the school setting.

Technology support applications as related to School Social Worker functions e.g., word processing, spreadsheets, graphing of data, email, scoring software programs, online integrated system).

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite

**ABILITY TO:**

Implement non-violent crisis intervention.

Strong organizational skills, including the ability to prioritize tasks and complete multiple projects.

Skill to successfully align program service objectives with individual performance goals.

Effective communication skills, both written and oral, and the ability to communicate effectively with diverse groups.

Ability to interact in situations requiring instructional, persuasive, consultative, counseling, and motivational skills.

Psychosocial, emotional interviewing techniques for students and families.

Ability to develop and maintain collaborative relationships with school personnel, students, parents, and community agencies Strong organizational skills, including the ability to prioritize tasks and complete multiple projects.

Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students.

Analyze data using defined process

Communicate effectively both orally and in writing

Read, interpret, apply and explain rules, regulations, policies and procedures

Analyze situations accurately and adopt an effective course of action

Meet schedules and time lines

Plan and organize work

Work independently with little direction

Prepare comprehensive narrative and statistical reports

Make presentations to various audiences

Coordinate with school districts, state/local agencies, and county office

Direct the maintenance of a variety of reports and files related to Special Education programs

Lift and carry objects weighing up to 25 pounds

Operate a variety of office equipment to perform assigned duties

Operate a computer to complete reports and maintain data

Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Master's Degree in Social Work from an accredited college/university.

Possession of a valid California Pupil Services Credential authorizing School Social Work.

Three or more years' experience as a practicing social worker with preferred experience working with foster youth, probation, Child Protective Services (CPS), Foster Family Agencies, group homes, and/or Licensed Children's Institutions (LCIs) and Homeless populations.

Knowledge of legal mandates, policies, regulations, and guidelines pertaining to student attendance, child welfare, and mandate reporting in California educational settings.

**LICENSES AND OTHER REQUIREMENTS:**

California Clear Pupil Personnel Services Credential in School Social Work

Licensure as a Clinical Social Worker in the State of California

Valid California Driver's License

**WORKING CONDITIONS:**

ENVIRONMENT:

Office

Constant interruptions  
Multiple schools and office sites

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations  
Hearing and speaking to exchange information in person or on the telephone  
Seeing to read and prepare a variety of document and reports  
Analyze situations accurately and adopt an effective course of action  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 25 pounds  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Certificated - Unrepresented

**FLSA Status:** Exempt

**Salary Schedule:** 739

**Approval Date:** January 2024